



NORTH CAROLINA
DEPARTMENT OF
CULTURAL
RESOURCES
WWW.NCCULTURE.COM

State Archives of North Carolina
Division of Archives and Records
Government Records
4615 Mail Service Center
Raleigh, NC 27699-4615
Phone (919) 807-7350
Fax (919) 715-3627

WORKSHOP REGISTRATION FORM

September 2012-December 2012

Please complete a separate form for each person who will attend

Participant Name (as it should appear on certificate):

State or Local Agency Affiliation, Division:

Telephone Number (with extension, if any) :

E-mail Address:

Please mark the workshops you would like to attend by placing an "X" on the appropriate line:

Introduction to Managing Public Records		
"X" Here	Date	Time
<input type="checkbox"/>	Sept. 11	9:00am – 11:00am
<input type="checkbox"/>	Oct. 2	9:00am – 11:00am
<input type="checkbox"/>	Nov. 6	9:00am – 11:00am
<input type="checkbox"/>	Nov. 27	9:00am – 11:00am

Organizing Your Digital & Paper Files		
"X" Here	Date	Time
<input type="checkbox"/>	Sept. 11	11:15am – 12:15pm
<input type="checkbox"/>	Oct. 2	11:15am – 12:15pm
<input type="checkbox"/>	Nov. 27	11:15am – 12:15pm

Managing E-mail		
"X" Here	Date	Time
<input type="checkbox"/>	Sept. 25	10:45am – 12:00pm
<input type="checkbox"/>	Oct. 16	10:45am – 12:00pm
<input type="checkbox"/>	Nov. 6	11:15am – 12:30pm
<input type="checkbox"/>	Nov. 20	10:45am – 12:00pm
<input type="checkbox"/>	Dec. 4	10:45am – 12:00pm

The Basics of Electronic Public Records		
"X" Here	Date	Time
<input type="checkbox"/>	Sept. 25	9:00am – 10:30am
<input type="checkbox"/>	Oct. 16	9:00am – 10:30am
<input type="checkbox"/>	Nov. 20	9:00am – 10:30am
<input type="checkbox"/>	Dec. 4	9:00am – 10:30am

Digitizing Public Records		
"X" Here	Date	Time
<input type="checkbox"/>	Sept. 11	1:30pm – 4:00pm
<input type="checkbox"/>	Nov. 6	1:30pm – 4:00pm

Registration is being coordinated by Gail Elliott. Please complete this form entirely and forward to our coordinator if you wish to attend one or more workshops. The completed form may be sent as an e-mail attachment to: gail.elliott@ncdcr.gov OR you may fax completed forms to our office at 919-715-3627. If you have any questions, please call our office at 919-807-7350. **Please have your confirmation e-mail with you when you sign in.**

Thank you for your participation in our workshops.
-Government Records Staff